



Dear Pastor, ACA Advocate, and Parish Bookkeeper:

Please allow this letter to serve as your guide in processing gifts for the Annual Catholic Appeal (ACA). By following these steps, the parish staff and The Catholic Foundation team foster a spirit of partnership among donors, properly crediting and acknowledging gifts, and accurately reporting the level of participation in your parish.

Please review these important processing guidelines and materials you will need to get started.

IMPORTANT GUIDELINES TO REMEMBER WHEN AUDITING GIFTS

- Checks should remain in the envelopes (**DO NOT DEPOSIT CHECKS**).
- **ALL CASH** needs to be removed from envelopes; write the amount of cash on the outside of each envelope.
- Deposit **ALL CASH** and prepare a parish check to cover the envelopes and loose cash.
- Do not record gifts at the parish. The Catholic Foundation will process, record, and mail correspondence (thank you letters, pledge statements, tax letters) for each donor.
- **MAIL ALL** contribution envelopes with donor information to The Catholic Foundation.

MATERIALS YOU WILL NEED TO START YOUR PARISH PACKET AUDIT

- ACA Parish Transmittal Form (page 3)
- Labels for separated group bundles (pages 4-7)
- Calculator
- Rubber Bands

ACA GIFT PROCESSING PROCEDURES

STEP 1: Sort and tally the number and amount of gifts for each category of gift types:

FIRST TALLY:	SECOND TALLY:	THIRD TALLY:	FOURTH TALLY:
1. One-Time Gifts <ul style="list-style-type: none">▪ w/ Checks▪ w/ Credit cards▪ w/ Direct debit▪ Loose checks	2. Pledge Gifts <ul style="list-style-type: none">▪ w/ Checks▪ w/ Credit cards▪ w/ Direct debit▪ w/ Cash payments▪ w/o Payments	3. Recurring Gifts <ul style="list-style-type: none">▪ w/ Checks▪ w/ Credit cards▪ w/ Direct debit▪ w/ Cash payments▪ w/o Payments	4. Cash Gifts <ul style="list-style-type: none">▪ Envelopes with donor information▪ Anonymous envelopes

STEP 2: Prepare ACA Transmittal Form (found on page 3). Complete the form and make a copy for your records. Use the Labels found on pages 4 – 7 to create separate bundles for each gift type. Follow the table to create your tally & bundles broken down for you in Step 1.

STEP 3: Deposit ALL CASH donations into your parish bank account and prepare a parish check to cover the CASH donations. Ensure each donor envelope containing cash includes the corresponding cash donation and please submit all donation envelopes. The parish check should be made payable to the Annual Catholic Appeal or ACA. On the check stub, please indicate the total amount of loose cash and anonymous gifts. Please do not combine ACA contributions with any other collections.

STEP 4: Please send the completed package via FedEx and charge it to **Account Number 1688-5257-6**. The Catholic Foundation will cover the shipping cost. For tracking purposes, please keep a copy of the FedEx label.

Mail the check and all donation envelopes to:

Annual Catholic Appeal, Diocese of Sacramento
2110 Broadway, Sacramento, CA 95818

For any questions regarding processing gifts please call 916-733-0266 or email: aca@scd.org.

ACA TRANSMITTAL FORM

Date: _____

Parish Name: _____ City: _____

Contact Person: _____ Telephone: _____

ONE-TIME GIFTS

_____ Envelopes with checks, credit cards, and direct debit (Total: \$ _____)

_____ Loose checks (Total: \$ _____)

_____ Envelopes without payments (Total: \$ _____)

Please record only One-Time gifts in section.

PLEDGES GIFTS

_____ Envelopes with checks, credit cards, and debit cards (Total: \$ _____)

_____ Envelopes with cash gifts (Total: \$ _____)

_____ Envelopes without payments (Total: \$ _____)

Please use pledge payments to record totals. Do not use pledged amount unless pledge is paid in full.

RECURRING GIFTS

_____ Envelopes with checks, credit cards, and debit cards (Total: \$ _____)

_____ Envelopes with cash gifts (Total: \$ _____)

_____ Envelopes without payments (Total: \$ _____)

Please use recurring payments to record totals.

CASH GIFTS

_____ Envelopes with donor information (Total: \$ _____)
(The donor name and address are known.)

_____ Anonymous envelopes (Total: \$ _____)
(Donor information not known.)

_____ Cash gifts without envelopes (Total: \$ _____)

Total Parish Check from Cash : \$ _____

**Total Parish Check from Cash
(include one-time, pledge, recurring, and cash gifts)**

Report submitted by: _____ Audited by: _____
Parish Auditor/Date Foundation Staff/Date

Labels for separated group bundles

(use each page folded in half to bundle each type of gift)

Pledges Gifts

Labels for separated group bundles

(use each page folded in half to bundle each type of gift)

Recurring Gifts

Labels for separated group bundles

(use each page folded in half to bundle each type of gift)

**One-Time Gifts
(include loose checks)**

Labels for separated group bundles

(use each page folded in half to bundle each type of gift)

Cash Gifts